



**City of Marlborough**  
**RESIDENT DROP-OFF**  
**FACILITY**  
**RUBBISH/RECYCLING**  
**REGULATIONS**

July 1, 2016

## **POLICY:**

Marlborough residents are eligible to enter the Resident Drop-off Facility, 856 Boston Post Road East, to dispose of residential household rubbish, bulky items and recyclables, from their residence, with a vehicle displaying a current facility window sticker. The sticker shall be affixed to the lower front corner of the driver's side window. Vehicles holding a sticker that is not attached to the window will not be allowed to utilize the Facility. The exception to this rule is leased vehicles that will be issued an access card. Residents driving a leased vehicle may obtain a sticker. Documentation submitted must include the lease agreement and their driver's license, both showing a Marlborough address. These regulations shall be effective for Resident Drop-off Facility stickers upon publication. The City operates a "Swap Shack" to allow residents to "recycle" unwanted items that others may determine useful. There is no scavenging of disposed material from the facility other than the Swap Shack. The facility also has collection bins for donations of books/CD's/DVD's and a bin for gently used clothes.

### **Window Stickers:**

Marlborough residents may purchase a window sticker at the Resident Drop-off Facility security building upon presentation of vehicle registration and driver's license, both bearing the same Marlborough address and the appropriate fee. The Security Guard will record the information and provide the sticker to the applicant. The Security Guard shall scan every vehicle and/or write the vehicle registration on the sticker prior to attachment to

the window. Stickers not having the registration number on the sticker shall be deemed invalid. Marlborough residents with leased vehicles are eligible to purchase a window sticker.

**Sticker Fees:**

Stickers covered by these regulations will be issued upon payment of a fee of \$50.00 per year. Payment can be made at the Resident Drop-off Facility. Payments may be made by check or money order (**absolutely no cash payment allowed**). Stickers expire on June 30th of each year. **Please note, the City of Marlborough will not prorate window stickers based on time of purchase.**

Residents of the City of Marlborough age 62 to 64 are entitled to a window sticker for a fee of \$15.00 and residents 65 and over may receive a sticker at no charge. Disabled American Veteran residents may also receive a sticker at no charge with proof of membership in the DAV or other suitable documentation of both veteran and disabled status. Should the vehicle not be registered to the driver, but the driver lives at the same address as shown on the registration, the age of the driver shall be used to determine the sticker fee.

Window Sticker replacement or transfers will be allowed however, the fee for a sticker replacement or transfer to another vehicle will be \$25.00

Owners of a Marlborough property who do not reside in the City shall be **ineligible** to purchase a sticker; however, they will be allowed access to the facility **two** times annually, for a single charge of \$25.00.

**Hours of Operation:**

Monday through Friday: 8:00 AM to 5:00 PM

Saturday: 8:00 AM to 5:00 PM

**Holidays Closed:**

The Resident Drop-off Facility shall be closed on the following Holidays:

New Year's Day

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day

Christmas Day

**Eligibility requirements for use of Residential Drop-off Facility**

Marlborough residents are eligible to obtain a Resident Drop-off Window Sticker if their driver's license and vehicle registration have the same Marlborough address, and if their vehicle meets the eligibility requirements set forth in these regulations. Business waste is not allowed to be disposed at the Resident Drop-off Facility. Additionally, owners of vehicles in the business of hauling waste, such as carpeting, construction materials, yard waste or "junk" material, will not be allowed to

dispose of this waste at the Facility. Vehicles registered to a business or displaying other evidence of being associated with a business such as signage or business logos, will be presumed to be commercial and not eligible for a window sticker; however, if the commercial vehicle is the owner's only vehicle and the homeowner provides evidence that the business to which the vehicle is registered, has independent rubbish disposal services through contract, or attests with a notarized letter that all waste delivered will be from only his/her residence, the owner may be entitled to a window sticker. Marlborough residents owning a vehicle with a commercial plate, but registered to their home address, will be issued a window sticker, however the vehicle may not be used to dispose of commercial or business waste.

**Materials Accepted/Fees:**

**Tire disposal:** Tires (Under 20 inches in size) may be disposed of at the Drop-off. Tires must be off rims. A limit of four tires per year.

**Automobile batteries:** Used automobile batteries can be dropped off at the Facility. A limit of two batteries per year is allowed.

**Appliance Disposal (Washers, dryers, refrigerators, water heaters and stoves):** Disposal of appliances will be allowed (there is a limit of one of each type per year).

**Air Conditioners:** Disposal of air conditioners, dehumidifiers will be allowed (there is a limit of two air conditioners and one dehumidifiers per year).

**Fluorescent Bulbs:** “Unbroken” fluorescent bulbs will be accepted at the Resident Drop-off Facility. The unbroken bulb must be shown to the security guard. He will give the necessary directions for disposal. Note: Broken bulbs release mercury and therefore cannot be accepted at the facility.

**Yard Waste:** Yard waste to be disposed of at the facility shall conform to the following requirements: No stumps are allowed at the facility. Brush must not be longer than four (4) feet in length, 8 inches in diameter and the weight cannot exceed the maximum vehicle capacity and cannot be higher in the vehicle than the level sides without sideboards. Loads heaped above the sides will be rejected! Leaves, grass clippings and other yard waste must either be disposed of in loose form or in biodegradable yard waste bags. Yard waste delivered in plastic bags must be removed from the bags and the bags either taken with the driver or disposed of at the proper location. Yard waste disposal does not include disposal of quantities of materials/waste such as the amount generated by clearing land to build a house.

**Cathode Ray Tubes (CRT's) and Electronic Equipment:** Cathode ray tubes (televisions, computer monitors and oscilloscopes) as well as electronic equipment (VCR/DVD Players, stereo receivers, etc.) may be accepted. A limit of three units may be disposed per year.

**Propane tanks:** A limit of two **empty** propane tanks may be dropped off per year. Valves on the tanks “must” be closed and tanks must not be larger than 40 pounds capacity.

**Furniture (mattresses, desks, etc.):** Disposal of furniture will be allowed.

**In order to minimize facility abuse, the guard will refuse more than three (3) loads per week of any waste or recyclable material, from the same sticker holder, without prior approval of the Department of Public Works.**

**NOTE:** Automotive and/or boat waste (other than normal replacement items) are not accepted at the facility. Normal replacement items shall be defined as filters, mufflers, brake pads and exhaust systems. Items not accepted include, but are not limited to: engines, fenders, doors, windshields, bodies, boat hulls, canoes, etc.

**Closed or sealed containers, which prevent the security guard from viewing the material to be disposed, is not allowed. Absolutely no acrylic paint cans permitted.** Empty Latex paint cans are allowed, however they must be complete dry, inside with no potential treat of damaging our roll-off containers.

### **SWAP SHACK**

The City operates a “Swap Shack” for Marlborough residents to place and remove items deemed to be useable. **The facility is only open to residents having a**

**properly stickered vehicle (Note: a Recycling vehicle sticker does not allow access to the Swap Shack.** This facility is for residential use only and is not intended to benefit any commercial operation and items taken shall “Not” be used for resale. No fabric’s, bedding or textiles allowed in the swap shack. Failure to follow these guidelines will subject the sticker to suspension.

### **RESIDENT DROP-OFF RECYCLING AREA**

The Marlborough Residential Recycling area allows qualified Marlborough residents the opportunity to recycle waste under the following conditions:

A Recycling Window Sticker is required for disposal of recyclable items, however, there is no charge for this sticker.

All items being recycled should be clean and uncontaminated so as to allow remanufacture and reuse. As the market changes, we will be modifying the list of recyclables and increasing the variety of items accepted.

**Used Clothing:** The Facility will accept used clothing (shirts, pants, dresses, coats and jackets, paired shoes, etc.) blankets, curtains and stuffed toys which are still in a usable condition.

**Gently Used Books/CDs/DVDs/Videos:** There is a dedicated bin for collection of gently used entertainment items such as books, compact discs and DVDs which are still in a usable condition. Items should be free from scratches or major tears/stains that would prevent their future use.



**Food containers:** The Facility will accept commingled plastic, glass and metal food and beverage containers and paper materials as long as they are rinsed clean and have the lids removed.

**Paper and cardboard materials:** Paper materials include newspapers, magazines, and junk mail. Cardboard consists of corrugated cardboard boxes that have been broken down to lay flat and are not larger than 2' X 2' square. Contaminated materials such as pizza boxes and used napkins are not allowed.

**Used Engine Oil:** Used engine oil is accepted at the Resident Drop-off Facility. A limit of two gallons per visit is allowed. Note: All oil to be disposed of "MUST" be checked by the security guard prior to disposal.

### **Special Permit Uses**

Properly stickered vehicles are allowed one Special Permit disposal per fiscal year, enabling the resident to dispose of construction and demolition waste. In order to use the Special Permit the sticker holder must present the 2" X 3" card whose number corresponds to the sticker number on the vehicle disposing said waste and are available from the Security Guard at the time of sticker purchase. Special Permit loads that do not have the Special Permit card will not be allowed to dump.

Examples of Special Permit Wastes are: Wall-to-wall carpeting, building materials, demolition, wood waste, gypsum, roofing materials, cement, asphalt, concrete, stones, bricks, blocks, soil such as fill and sand, packing

crates, pallets, wire cable and wire rope, pipes, and tubing.

The following conditions apply to the disposal of materials by Special Permit:

- (1) Material must come from their Marlborough property.
- (2) Maximum of one (1) Special Permit load per fiscal year.
- (3) Only a stickered vehicle may be used to transport material. The sticker number and Special Permit will be noted at the Security Guard building recording use of "Special Permit" load. No load is to be discharged without the approval of the Security Guard who will direct driver to the location for material disposal.

Trailers: Small utility trailers in tow by a car, van or pickup, bearing a window sticker, may be used to dispose of material as long as the capacity of said trailer is not more than that of an average size of a pick-up truck body.

Note: Insignificant quantities of Construction and Demolition waste shall not be considered use of the Special Permit. For example: one sink or one door or individual pieces of construction material. See:

“Eligibility requirements for use of Residential Drop-off Facility” and “Enforcement” for the regulations governing the type of vehicles allowed and quantities eligible for disposal.

**Temporary Disposal Permits For Borrowed Vehicles:**

Temporary Disposal Permits may be obtained, at no additional cost, by applying, in advance, to the Security Guard Office. Temporary Disposal Permits will allow entry of an un-stickered vehicle under certain circumstances, such as use of a borrowed vehicle. Resident must accompany the “borrowed” vehicle.

**Hazardous Waste:**

No Hazardous Waste, other than described herein, may be disposed of at the Resident Drop-off Facility. Note: Hazardous waste includes, but is not limited to, solvent based paints, herbicides, pesticides, insecticides, rechargeable batteries, mercury containing items, automobile antifreeze, etc. Latex paint can be disposed at the facility if it has been dried to a non-liquid state. This can be done by adding kitty-litter, *Speedi-Dry*, sand or another absorbing agent to dry the paint. Once in a non-liquid state, it can be disposed in the regular trash.

**Medical Waste:**

No medical waste of any kind, including syringes, may be disposed of at the Facility. However, syringes and other “Sharps” can be dropped off at Bouvier’s Pharmacy, located at 515 Lincoln Street in Marlborough.

**Enforcement:** Owners of stickered vehicles, violating these rules and regulations, suspected of disposing of

commercial or business waste, or acting in an uncivilized or belligerent manner, will be subject to revocation of their window sticker. The first violation shall result in a six (6) month suspension, second violation will result in a one year suspension and the third violation shall result in a permanent ban from the facility.

Vehicles eligible for a Resident Drop-off Window Sticker are: cars, passenger vans and pickup trucks. Pick-up trucks shall have an interior bed size of not more than 5.5 feet in width and not more than 8.5 feet in length and shall have sides not higher than two feet high. (Side boards and heaped loads will NOT be allowed) Exterior bed size shall not extend beyond the width of the vehicle cab.

Trailers: Small utility trailers in tow by a car, van or pickup, bearing a window sticker, may be used to dispose of material as long as the capacity of said trailer is not more than that of an average size of a pick-up truck body (5.5' X 8.5'). (Side boards and heaped loads will NOT be allowed).

Ineligible Vehicles: Pickup trucks with greater than the allowed bed size (5.5' X 8.5'); pickup trucks with side boards, and trailers with side boards, even if the bed size is no longer than 8.5 feet in length and no wider than 5.5 feet in width; and dump trucks, cargo vans and box vans. These are vehicles ineligible for a window sticker, a special permit, or a temporary permit to be used for a borrowed vehicle. (See last end of these regulations for photos of some eligible vehicles and some ineligible vehicles).

Note: These regulations can be viewed at the  
Marlborough Department of Public Works website at:

[http://www.marlbrough-ma.gov/Gen/MarlboroughMA\\_PublicWrks/MarlboroughMA\\_DPWUtility/MarlboroughMA\\_SolidWaste/RDO-Regs.PDF](http://www.marlbrough-ma.gov/Gen/MarlboroughMA_PublicWrks/MarlboroughMA_DPWUtility/MarlboroughMA_SolidWaste/RDO-Regs.PDF)

## **VEHICLES ALLOWED AT THE RESIDENT DROP-OFF FACILITY**

THESE ARE SOME TYPES OF VEHICLES ELIGIBLE FOR  
RESIDENT DROP-OFF FACILITY WINDOW STICKERS.  
SPECIAL PERMITS, OR TEMPORARY PERMITS FOR  
BORROWED VEHICLES...



Trailer sides can be no more than **two (2) feet high  
Maximum.**

Dual Wheels on pick-up trucks are allowed.

## **VEHICLES NOT ELIGIBLE FOR WINDOW STICKERS OR BORROWED VEHICLE PERMITS...**

(These are some types of vehicles that “MUST”  
dispose of rubbish elsewhere)





**TO REPEAT:**

- Trailers longer than 8.5 feet in length, and/or wider than 5.5 feet in width, are ineligible.
- Pick-up trucks, and trailers, with sideboards are ineligible, even if the bed size is no longer than 8.5 feet in length and no wider than 5.5 feet in width.
- Dump trucks, cargo vans and box vans are ineligible.
- Loaded vehicles hauling loaded trailers are ineligible.